


75-2505  
ED/A 115 5203  
Executive Registry  
75-11603/1  
8 NOV 1975

MEMORANDUM FOR: Director of Central Intelligence  
VIA : Deputy Director for Administration  
FROM : Director of Personnel  
SUBJECT : Financial Management Improvement Award  
REFERENCE : Letter to Heads of Departments and Agencies,  
and Public Interest Groups, from the Admin-  
istrator, GSA, dtd 23 Sep 75 (attached)

1. Action Requested: That you sign the attached letter to Mr. Donald Kull, Executive Director, Joint Financial Management Improvement Program, nominating Mr. Thomas B. Yale, Director of Finance, for the Financial Management Improvement Award.
2. Background: Referent invited the Agency to submit nominations for the Financial Management Improvement Award which recognizes exceptional accomplishment in the application of effective financial management by Government employees. Mr. Yale was the Agency's first nominee for this award when he was nominated last year. He was not one of the two winners selected.
3. Staff Position: The Deputy Directors were asked to submit nominations for the various public service awards in April of this year. The Directorate for Administration submitted Mr. Yale's name for the Financial Management Improvement Award and his selection was approved by you during this review. The attached nominating document was prepared by Office of Finance staff members and has been concurred in by representatives of the Cover and Commercial Staff and the Office of Security.
4. Recommendation: That you sign the attached letter to Mr. Kull nominating Mr. Thomas B. Yale for the Financial Management Improvement Award.

STATINTL

  
F. W. M. Janney  
Director of Personnel

Atts

Executive Registry

75-2505  
10-523  
7 NOV 75

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VIA : Deputy Director for Administration  
FROM : Director of Personnel  
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4. Recommendation: That you sign the attached letter to Mr. Kull nominating Mr. Thomas B. Yale for the Financial Management Improvement Award.

(Signed) R. W. M. Janney

R. W. M. Janney  
Director of Personnel

Atts

**Distribution:**

- 0 - Return to D/Pers
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 2 - DDA
- 1 - D/Pers
- 2 - C/BSO/OP

OP/BSO/ [REDACTED] : gec (31 Oct 75)

STATINTL

8 NOV 1975

Mr. Donald Kull  
Executive Director  
Joint Financial Management  
Improvement Program  
Suite 705  
666 - 11th Street, N. W.  
Washington, D. C. 20001

Dear Mr. Kull:

In reply to Mr. Simpson's letter of 23 September 1975, I am pleased to nominate Mr. Thomas E. Yale for the Financial Management Improvement Award.

Mr. Yale was my nominee for this award in 1974 and his outstanding record of accomplishment during the ensuing year has served to underline his value to the Central Intelligence Agency and the Federal Government. As our Director of Finance, Mr. Yale has provided dynamic financial management leadership during a period of unprecedented challenge. The contributions he has made to the automation of financial systems and reports will benefit this organization for many years in the future.

Financial management has become one of the most significant factors in all levels of governmental administration and this awards program provides recognition for those who have had the finest records of achievement. I firmly believe that Mr. Yale has earned such an honor and highly recommend your favorable consideration.

Sincerely,

/s/ W. E. Colby

W. E. Colby  
Director

Enclosures

Mr. Donald Kull  
Executive Director  
Joint Financial Management  
Improvement Program  
Suite 705  
666 - 11th Street, N. W.  
Washington, D. C. 20001

Page 2

|             |  |            |
|-------------|--|------------|
|             | (Signed) F. W. M. Janney                 | 3 NOV 1975 |
| Originator: | Director of Personnel                    | Date       |
|             | /s/John E. Blake                         | 7 NOV 1975 |
| Concur:     | Deputy Director<br>for<br>Administration | Date       |

Distribution:

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1 - DCI  
1 - BDCI  
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1 - OPF  
STATINTL ~~1~~ - C/BSB (1 w/hold and  
1 comeback for O/FIN)  
OP/BSB/ [REDACTED] gec (31 Oct 75)

MR. THOMAS B. YALE

Mr. Yale is the principal financial officer of the Central Intelligence Agency. As Director of Finance, he is responsible for all financial operations of the Agency; for the development, establishment, supervision and maintenance of accounting systems; and for the control of all assets and liabilities--highly specialized and very complex financial functions with worldwide application. Directing financial management in an intelligence organization involves unusual and unique responsibilities which demand not only wide knowledge of legal and technical complexities of Government finance, but also administrative imagination to cope with security considerations inherent in nearly every phase of financial management. Mr. Yale has met these challenges with great success.

Mr. Yale believes strongly that because of rapidly changing requirements for recording and reporting of financial data, financial managers must now constantly evaluate and update their present services. Recognizing the need for providing timely information to centralized and decentralized operating components, Mr. Yale provided the overall leadership in initiating development of a fully automated and integrated general accounting system. This system incorporates on-line input and query capabilities for the accounting and budget systems and will eliminate paperwork and duplicated paper handling facilities.

To provide senior officials with the information necessary to manage Agency resources effectively, Mr. Yale was instrumental in the design and development of a review system used by the Agency Comptroller and Management Committee in resource control and allocation. This system provides current status of all financial resources and their availability for reprogramming to new programs which has resulted in significant improvement in management effectiveness.

To provide the Agency's Finance Officers with advanced financial accounting and management techniques, Mr. Yale instituted a training program in Financial Management that

explores the state of the art as it relates to information science. The program introduces employees to information handling systems, analytic techniques and systems development concepts as they may be applied to budget, finance and related administrative management areas.

Mr. Yale's record is one of continual dynamic leadership, personal effort and devotion to efficient and effective financial management. His many accomplishments have contributed greatly to the management of the Agency's financial affairs.

STATINTL

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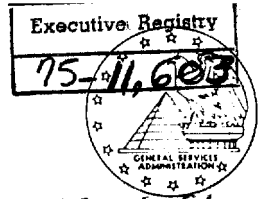
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UNITED STATES OF AMERICA

Approved For Release 2001/07/12 : CIA-RDP84-00313R000100270010-1

WASHINGTON, DC 20405



DD/A 75-1581

SEP 23 1975

TO: THE HEADS OF DEPARTMENTS AND AGENCIES, AND PUBLIC  
INTEREST GROUPS

SUBJECT: Joint Financial Management Improvement Program--  
Financial Management Improvement Award

The annual Financial Management Improvement Award will be presented at a one-day conference planned for February 1976 in Washington, D.C. This is the only award sponsored by the Federal Government that is specifically directed to excellence in financial management. The award recognizes exceptional achievement in financial management in Federal, State, and local governments. Last year's award recipients were Mr. Bernard Lynn, Director, Defense Contract Audit Agency, and Mr. Martin Ives, Deputy Comptroller, State of New York.

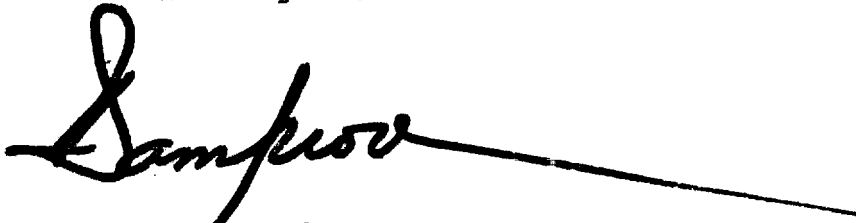
The Principals of the Joint Financial Management Improvement Program--the Secretary of the Treasury, the Director of the Office of Management and Budget, the Chairman of the Civil Service Commission, the Comptroller General, and I--administer the awards program.

Heads of Federal departments and agencies and officials of State and local government have the opportunity to nominate employees or groups of employees whose achievements represent outstanding contributions to improved government financial management. Both career and non-career employees are eligible. An employee need not be presently employed by the agency to be nominated, but must have been employed during fiscal year 1975. In evaluation of an individual's accomplishments, special consideration should be given to achievements in fiscal year 1975. Criteria and format for nominations are set forth in the enclosed brochure.

2

Nominations for these awards should be submitted not later than November 14, 1975. Six copies of each nomination in the prescribed format should be sent to:

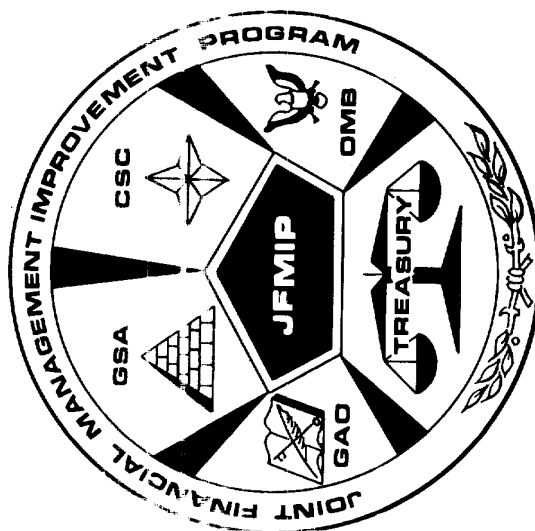
Executive Director  
Joint Financial Management Improvement Program  
666 Eleventh Street, N.W. (Suite 705)  
Washington, D.C. 20001

A handwritten signature in dark ink, appearing to read "Sampson", with a long horizontal line extending to the right.

Arthur F. Sampson  
Administrator

Enclosure

# FINANCIAL MANAGEMENT IMPROVEMENT AWARD



SPONSORED BY THE JOINT FINANCIAL  
MANAGEMENT IMPROVEMENT PROGRAM

- Formulation of a fully integrated program structure which provides for the systematic interpretation of output and performance data in terms of unit costs.

- Conduct of an agency-wide analysis of cash management operations resulting in significant improvements in control, reporting and the setting of requirement levels.

**FORM OF NOMINATION** ● Nominations should be submitted from heads of each Federal department and independent agency or responsible officials from State and local governments. The following information should be submitted for each nomination:

Name, title, and grade; or identification of group  
Business address and telephone number  
Residence address and telephone number  
Place of birth  
Date and place of birth  
Education and degrees (show names of schools)

This should be followed by a narrative description of the nominee's qualifications for the award, together with the agency or department head's personal evaluation and recommendation.

## SPONSORSHIP

The Joint Financial Management Improvement Program (JFMIP) sponsors the awards and selects the recipients. The JFMIP was authorized by the Budget and Accounting Procedures Act of 1950. It is a joint and cooperative undertaking of the Office of Management and Budget, the General Accounting Office, the Treasury Department, the General Services Administration, and the Civil Service Commission, working in cooperation with each other and with each of the operating agencies. The overall objective of JFMIP is to improve and coordinate financial management policies and practices throughout the Government so that they will contribute significantly to the effective and efficient planning and operation of governmental programs.

# FINANCIAL MANAGEMENT IMPROVEMENT AWARD

**PURPOSE** ● The purpose of this award is to recognize Government employees who, through the practice of effective financial management, have achieved significant economies, efficiencies and improvements in Federal, State or local governments. Financial management is that part of total management which is concerned with the financial affairs of an organization.

**TYPE OF AWARD** ● Awards will be made annually with appropriate ceremony and will consist of an engraved plaque.

**ELIGIBILITY** ● Any Federal Government employee or group of employees whose competence and leadership have resulted in notably exceptional accomplishments in the application of effective financial management is eligible to be nominated for the award. In addition, State or local government employees who have had substantial involvement in Federal activities and have made a notably outstanding contribution to financial administration are eligible for the award.

**BASIS FOR SELECTION** ● — For purposes of this award the broadest reasonable interpretation will be given to the term "financial management," which includes, but is not limited to, the areas of:

- Accounting
- Auditing
- Automatic Data Processing
- Budgeting
- Cash Management
- Control and Allocation of Resources
- Cost Reduction
- Financial Systems Development
- Management Analysis
- Planning
- Productivity Measurement and Improvement
- Reporting--Financial and Performance

Among the factors to be considered in evaluating nominations are the following:

1. Extent of dollar savings of the nominees' accomplishment(s).
2. Measurable improvement in financial management technology or methodology resulting from the nominees' accomplishment(s).

3. The extent of long-term or lasting benefit of the nominees' accomplishment(s).
  4. The impact of the nominees' accomplishment(s) on his or her office, agency, or Government as a whole.
  5. The extent to which the nominees' accomplishment(s) would have been impossible or significantly lessened without his or her direct involvement.
  6. The extent to which the nominees' accomplishment(s) occurred in the past fiscal year or was a continuation or carryover from prior years.
- Consideration will be given to both general and specific accomplishments:
- A. GENERAL ACCOMPLISHMENTS** ● include outstanding administrative or technical ability or outstanding performance evidenced by the nominee, not necessarily connected with a specific accomplishment or project.
- B. SPECIFIC ACCOMPLISHMENTS** ● are those for which the nominee is primarily responsible and where the results can be measured in terms of improvement in service, a substantial savings or significant technological progress. Some examples of specific accomplishments are:

- Development of a financial system which furnishes full cost support for cost-based budgeting.
- Implementation of a unified financial management information and control system which results in significant improvement in total management effectiveness.
- Providing of the overall leadership in developing and implementing a major financial management training and improvement program relating to varying levels of responsibility and designed to meet both short and long-term agency objectives.
- Establishment of a comprehensive audit system based on improved cost savings and increased audit coverage.
- Development of productivity measurement methods using existing financial management systems.
- Development of equipment or methods which lead to productivity improvement.

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|---|---------------------|
| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM |                     |
| UNCLASSIFIED                                    | CONFIDENTIAL SECRET |

### OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS                   | DATE         | INITIALS       |
|----|------------------------------------|--------------|----------------|
| 1  | Deputy Director for Administration | 7 NOV 1975   | }              |
| 2  | 7 D 18, Headquarters               |              |                |
| 3  | Director of Central Intelligence   | 11/8         | mc/bip         |
| 4  | 7 E 12, Headquarters               |              |                |
| 5  |                                    |              |                |
| 6  | Director of Personnel              | 11/10        | he             |
|    | 5 E 58, Headquarters               |              |                |
|    | ACTION                             | DIRECT REPLY | PREPARE REPLY  |
|    | APPROVAL                           | DISPATCH     | RECOMMENDATION |
|    | COMMENT                            | FILE         | RETURN         |
|    | CONCURRENCE                        | INFORMATION  | SIGNATURE      |

**Remarks:** (7) DD Pers/SP #11/10/75

The deadline for receipt of nominations is 14 November 1975. When the attached letter has been signed, please call office of D/Pers, x6825, who will make appropriate copies and deliver to Mr. Kull.

*[Handwritten signature]*

FOLD HERE TO RETURN TO SENDER

|   |            |
|---|------------|
| FROM: NAME, ADDRESS AND PHONE NO.             | DATE       |
| Director of Personnel<br>5 E 58, Hqs<br>x6825 | 3 NOV 1975 |

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| <b>OFFICIAL ROUTING SLIP</b>  |                  |              |          |                |  |
| TO  | NAME AND ADDRESS | DATE         | INITIALS |                |  |
| 1   | DD/Pers          | 29 SEP 1975  | /2       |                |  |
| 2   | D/Pers           | 29 SEP 1975  | F        |                |  |
| 3   | DD/Pers/SP       | 29 SEP 1975  | JH       |                |  |
| 4   | Chief, B.S.D.    |              |          |                |  |
| 5   |                  |              |          |                |  |
| 6   |                  |              |          |                |  |
| ACTION  |                  | DIRECT REPLY |          | PREPARE REPLY  |  |
| APPROVAL  |                  | DISPATCH     |          | RECOMMENDATION |  |
| COMMENT   |                  | FILE         |          | RETURN         |  |
| CONCURRENCE   |                  | INFORMATION  |          | SIGNATURE      |  |
| <b>Remarks:</b><br><p>Tom Yale is this year's nominee.</p> <p><u>DD/Pers Suspense: 31 Oct. 1975</u></p> |                  |              |          |                |  |
| <b>FOLD HERE TO RETURN TO SENDER</b>  |                  |              |          |                |  |
| FROM: NAME, ADDRESS AND PHONE NO.   |                  |              |          | DATE           |  |
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# EXECUTIVE SECRETARIAT

## Routing Slip

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| 4        | DDS&T     |        |      |      |         |
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| 11       | LC        |        |      |      |         |
| 12       | IG        |        |      |      |         |
| 13       | Compt     |        |      |      |         |
| 14       | D/Pers    |        |      |      |         |
| 15       | D/S       |        |      |      |         |
| 16       | DTR       |        |      |      |         |
| 17       | Asst/DCI  |        |      |      |         |
| 18       | AO/DCI    |        |      |      |         |
| 19       | OPers     |        |      |      |         |
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| 21       |           |        |      |      |         |
| 22       |           |        |      |      |         |
| SUSPENSE |           | Date   |      |      |         |

Remarks:

OP:  
Your action, please!

26 SEP 1975

D/ Executive Secretary

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